



Michigan Merit Exam FAQ as of November 3, 2006

Test Sites:

1. May the school select the off-site testing location or will ACT assign?

The school will select the off-site location, and submit a *Proposal for Off-Site Administration of the Michigan Merit Examination (MME) ACT State Testing Spring 2007* to ACT prior to December 1, 2006, for review and approval. The Off-Site Request Form is available at www.michigan.gov/mme.

2. Do all schools need to be a National Test Center?

No. Although many schools may choose to be approved as a national test site, there is no requirement for them to do so. All schools must be approved as a state test site.



3. If we administer the ACT, WorkKeys and Michigan math assessments off-site, can we administer the Michigan science and social studies tests in our school?

The testing environment and procedures necessary to administer the MME must be adhered to consistently for all test sessions.

It is preferred that all sessions be administered at the same site. If you are unable to administer all days in your school, you must submit an Off-Site Request Form to ACT for any sessions (Day 1, Day 2, or Day 2-4) that would be administered off-site.

4. Will our E.I. students from our county center-based program be allowed to attend another test site? Same question for small districts?

Each site that has been officially established as a school by the State of Michigan – that is, has its own official five-digit school code number – must administer the MME with its own staff. However, if a school desires to administer the MME off-site (i.e. at another school) they must submit an Off-Site Request Form to ACT for approval. They must use their own staff to administer the MME, and students must be tested in their own rooms at the off-site facility, separate from the other students. Essentially, each school administering the MME in that facility is functioning as its own entity.

5. If our district has three schools that will be approved for MME testing, can we use just one of those schools for the Make-Up testing dates for all of our district students that missed the initial test days?

Yes, so long as each school uses its own staff for make-ups, and the students from each of the three schools test in separate rooms. Students from different schools may not be combined in one testing room. The schools that are not administering the Make-Up Tests in their own school buildings will need to submit an Off-Site Request Form to ACT for the Make-Up Test dates.



6. Will sites (schools) that have already been approved for the ACT test at present, have to be approved again for the MME Testing?

Yes. It must be ascertained that the sites are capable of meeting ACT requirements during the school week.

7. Where do students test who are Home-Schooled or Non-Public School students?

Home-schooled students must test at the public school in the district they reside. If a non-public school is approved as a test center, all of their students will test there. For those non-public students whose schools are not approved as a test center, they will need to travel to one of the several test centers provided for them by the Michigan Department of Education, Office of Educational Assessment & Accountability.

8. Since you will be offering free retakes, are you encouraging or requiring all High Schools to be an October test site?

Schools are encouraged to become a national test site for the Saturday administration of the ACT, but are certainly not required to do so. All high schools will need to offer WorkKeys and the Michigan components in the fall, but students may test on October 27, 2007 at any of the ACT national test sites.

9. Do test conditions for ACT apply to WorkKeys and Michigan tests as well?

Yes. The same conditions apply to all sections of MME.

10. If a school has a snow day on a scheduled testing day, what process will we use to reschedule testing?

If a snow day occurs on the initial day of testing, students will need to test during the makeup window. Procedures will be discussed at the Key Staff Training.

Testing Staff:

11. Why can't the Test Supervisor (TS), Back-up Test Supervisor (BU) and Test Accommodations Coordinator (TAC) be related to students taking the ACT, WorkKeys, or MME anywhere in Michigan during the 2006-07 school year?

These individuals have advance access to test materials. This rule is designed to avoid the appearance of a conflict of interest, and to protect relatives (siblings, children, step-children, grandchildren, nieces, nephews) and wards from allegations of impropriety because key staff members have early access to test materials.

The Test Supervisor (TS) and Back-up Test Supervisor (BU) cannot be related to any student taking the MME anywhere in Michigan. The Test Accommodations Coordinator (TAC) cannot be related to any student testing with accommodations anywhere in the State of Michigan.



12. Is it that the Test Accommodations Coordinator can not be related to any student taking the MME, or just students taking the MME with accommodations?

The Test Accommodations Coordinator can not be related to any student taking the MME with accommodations anywhere in the State of Michigan.

13. Do Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TAC) have to be different people? Can the Back-Up Test Supervisor (BU) and the Test Accommodations Coordinator (TAC) be the same person?

In smaller schools, it is possible for the Back-up Test Supervisor (BU) and the Test Accommodations Coordinator (TAC) to be the same person. However, in larger schools, the TAC will be so busy with accommodations requests that the TAC should not also be the BU Test Supervisor.

14. Do you need a Test Accommodations Coordinator if no students require accommodations?

In this instance, the BU could also be the TAC, but you must have a staff member assigned to the TAC position.

15. May the TS, BU, and TAC be district employees if they are serving as the TS, BU, or TAC for only one high school, or must they be a school employee?

For smaller districts and/or specialized schools, staffing may be an issue. The primary consideration in these situations is that the Testing Staff -- TS, BU, and TACs all have a key relationship with the school. These are the staff that will need to be familiar with the other school staff, able to work with the administration to make facility arrangements and staffing assignments, able to organize the pretest activities, and in the case of the TAC -- have a working relationship with the students who may be seeking accommodations. For small districts and/or specialized schools with staffing issues, the principal or designee should contact ACT to discuss their individual circumstance and determine if there is a workable solution. The number to call is 800-553-6244 ext 2800.

16. What constitutes employment?

Being a regular employee of the school system and assigned to or working in the high school on a regular basis.

17. What is meant by "testing staff may not be involved in test prep for commercial gain outside normal teaching responsibilities"?

ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

18. Can proctors/staff have served on previous MEAP committees?

Serving on a MEAP committee is not considered a test prep activity.



19. Can a test proctor be related to a student being tested in another part of the state of Michigan?

A room supervisor or proctor may not serve in the same room with a relative. A Test Supervisor or Back-up Test Supervisor may not be related to any student taking the MME with standard time anywhere in Michigan. A Test Accommodations Coordinator may not be related to any student taking the MME **with accommodations** anywhere in Michigan.

20. Can a Test Accommodations Coordinator also have a relative taking the MME at another school?

Yes, but only if the relative student is not testing with accommodations.

21. What about relatives who are cousins?

Cousins may serve as testing staff.

22. As Assistant Principal, I oversee the MEAP/MME testing at our high school; however I have two nephews taking the MME. Can I attend the training sessions, read manuals, set up the testing schedule, and supervise the testing process but NOT participate in activities during the testing window?

No, only the three key Testing Staff and the District Coordinator will be able to attend the Testing Staff training sessions, due to capacity. With more than 1000 schools being established as test centers, we will be training approximately 4000 Testing Staff. We would encourage you to support and assist your MME Testing Staff as needed in your role as Assistant Principal. The three MME testing staff must be involved in all aspects of MME testing. The video used during the training will be available to schools following the training – this can be used for additional training or viewing by administrative staff.

23. I work at a small school. My duties include both preparation and administration of standardized tests. The preparation work is in my job description. Will I still be eligible to be the Test Supervisor for the school or will we need to select another staff member?

Yes, you will still be eligible, so long as you don't earn extra compensation from your test preparation duties.

24. Will testing staff be required to attend the Saturday Fall 2007 senior retest date?

No. The fall retest on a Saturday will be handled by staff hired by ACT for national testing. In some cases this may be local district staff.



25. Will junior alternative ed students test with juniors in our regular high school at the same facility. They fall under the same district, so why wouldn't they test in the same facility with the same identified Test Supervisor, Back-Up Supervisors and Test Accommodations Coordinator?

The issue is whether the alternative school has its own official **school** code in the State's School Code Masterfile. A school with its own school code needs to establish itself, and nominate its own testing staff. (continued next page)

The alternative school with its own school code could test at the regular high school, but the alternative school must have its own testing staff and test in separate rooms and an off-site request form must be submitted to ACT by December 1, 2006.

If the alternative school does not have a separate official State of Michigan code, the alternative students would test at the school identified within the enrollment section of SRSD.

Training:

26. Do you realize that October 18th is the same date for most non-public schools to administer the PSAT/NMSQT? Test day staff will have a long day. Any chance of changing the date of the October 18th video conference training for Test Accommodations Coordinators, or other suggestions?

There is no chance to change the videoconference. It is scheduled for 2:30 – 4 pm that day, but will be available to view later via www.mi-streamnet.com, and click on "Archived Stream." Also, a VHS tape or DVD can be ordered at a nominal cost from Wayne RESA.



27. Are the November and December Test Supervisor and Back-up Supervisor training dates already set? Can we know ASAP those dates? Related to that – do we select either November or December dates, or must we select 1 of 12 dates with locations across the state?

Once the establishment packets are received, the MME testing staff in each high school will be notified of the available sites. Local districts can choose the site that works best for them. The dates are shown below:

<u>Date</u>	<u>Location</u>
November 7	Marquette Alpena
November 8	Escanaba Mt. Pleasant
November 9	Traverse City

(continued)



November 13	Grand Rapids Southfield
November 14	Kalamazoo Warren
December 6	Novi
December 14	Lansing

More information about the location and times will be sent to high schools once the establishment packets are received.

28. December 6th training dates – what happens if there is a “snow day”?

We are reserving the December 14 date for “makeup” training in Lansing.

29. What happens when a student arrives late on testing date?

The student will not be allowed to test if they are not properly admitted to the testing room prior to the beginning of the instructions.

30. May ISDs send representatives to the Administrator Training Workshops in support of districts?

An assessment coordinator (local district and ISD) may attend the training. Only one person per district may attend as the assessment coordinator.

31. May the principal attend the ACT training session if they are not their building’s Test Supervisor/Backup/TAC?

Yes, but only if they are invited as the district’s assessment coordinator. If they are not the district assessment coordinator, they may not attend.

32. If our Test Supervisor, Back-Up Test Supervisor, and Test Accommodation Coordinator attended training for the pilot MME, must they attend training again?

Yes, there are many differences between the pilot and the operational Michigan Merit Exam (MME), including different schedules, different assessment procedures, different return of materials procedures, and different test components.

33. Will training be offered via videoconference?

Live training presentations will be conducted at several locations throughout the state. All Test Supervisors, Back-Up Test Supervisors, and Test Accommodations Coordinators will be required to attend one of the sessions as a team. A video will be prepared to present some of the information and will be available for use by the Test Supervisors and Back-Up Test Supervisors to train staff in their local districts following the in-person training.



Accommodations:

34. If accommodations are made, will the ACT score qualify for college?

Many assessment accommodations do result in college-reportable scores. See the accommodations chart at www.michigan.gov/mme for further details about which accommodations result in college-reportable scores.

35. It is my understanding that WorkKeys accommodations do not need to be applied for. Standard accommodations for the MEAP are also standard for WorkKeys and may be decided by the IEP team and provided as indicated. Is all of this true?

Please use the accommodations chart found at www.michigan.gov/mme to determine which accommodations are available for ACT, WorkKeys, and the Michigan components.

36. What if "testing over multiple days" is an ACT approved accommodation for Day 1? Does the Day 1 test still need to be completed before Days 2 and 2, 3, 4 are started?

Yes. The tests **MUST** be administered in the order designated and within posted special testing window dates.

37. Are accommodations handled in the same way during the MME make-up dates?

Students testing with accommodations will do so in the two week windows as outlined during the September 28th video. This window starts at the time of initial testing. There are no accommodations windows tied to the Spring Makeup.



Please note: A Question and Answer document will be available from the October 18 Videoconference: *MME Test Accommodations for Special Populations*.

MME Administration:

38. Will the pre-test information for Day 1, Day 2, and Day 2, 3, or 4 each be 90 minutes? Is it the same form/information for each Day?

The pretest information **MUST** be filled out in advance of test day on all three answer folders associated with the MME.

The Day 1 – ACT Plus Writing – you should allow approx. 60 -90 minutes for the completion of the Day 1 pretest items.

For the Day 2 Answer Folder and Day 2,3, or 4 Answer Folder you should allow approx 15 minutes for each.

39. Many of the schools in the Upper Peninsula are located in the Central time zone. What does this mean in terms of the 9:00AM start time? Can Central time zone schools begin testing no later than 9:00AM Central?

Yes, each school must start no later than 9:00AM local time.



40. What will happen if a district has a two hour fog delay and can't get students to school before 9:00 am?

If this occurs on Day 1 – call ACT for instructions – 1 800-553-6244 Ext 2800.

If this occurs on Day 2 or Day 2, 3, or 4, a phone number will be made available in the test administration manual.

41. What happens if there is a crisis situation during testing such as a bomb threat, fire alarm, or medical emergency? How will that be handled?

Manuals provide information about how to handle test day situations. This will be addressed in the MME Key Staff Training.

42. May we spread the administration of the Michigan science and social studies assessments across days 2, 3, and 4?

No. These tests are to be administered in one session, to be conducted on one of these days.

43. Can instructions be read over the PA system to all testing rooms?

NO – Verbal instructions must be read verbatim in each testing room. Reading instructions from a central location cannot adjust to situations in individual rooms.

44. Do we need to do anything special if we are testing 135 in the gym?

Make sure to have enough proctors on hand and be sure that students are seated according to ACT guidelines.

45. In order to provide enough supervision for a room of over 100 test takers, would we apply the ratio of 100:3 plus 1 for every 25 test takers? For example 200 test takers = 7 proctors?

First of all, we recommend testing in groups no larger than 100. If 200 students must be tested in one room, then 7 proctors in addition to the room supervisor would be required. (The ratio is 1 proctor for every 25 students after the first 25.)

46. It was stated that it is preferred to test no more than 100 in a gym. Is it OK to test over that number, say 300?

Testing this number of students in one test session is strongly discouraged. However, if this is the only way to arrange testing for your test site, it can be done, assuming the school has the requisite number of staff assigned to the room and all room, seating, and facility requirements are met.

47. Will the ethical practices document be updated either before fall testing or the administration of the MME?

The ethical guidelines that have guided MEAP testing will be reviewed prior to MME assessment, but they should be followed for MME testing.

48. How is "Direct Consultation" made with ACT or Pearson Educational Measurement to handle irregularities?

Supervisor's manuals will provide information about how to contact ACT or Pearson toll free on test day. These will be available at the training workshops.



49. If you miss one day of testing in early March, do you have to take ALL of the test components?

Students who do not take all of the components of the MME will not be eligible for the Michigan Merit Award and will not count toward the school's participation rate for AYP and the Ed Yes! school report card. If a student misses one day, they can makeup just that one day during the makeup testing period two weeks later.

50. If a student misses the Day 1 ACT can they complete Day 2 and Day 2, 3, or 4 as originally scheduled or do they need to attend all tests in the make-up window?

The student should participate in all initial test sessions that they are present. If a student misses any initial test session (Day 1, Day 2, or Day 2-4), they can makeup just that one session during the makeup testing period two weeks later.

51. Can you speak to the make-up scenarios? For example, if you miss ACT Plus Writing on March 13 but you are there for March 14 and take WorkKeys, do you have to make up ACT on March 27 and WorkKeys on March 28? Or can you simply make up the test that you missed?

Yes. See response to question #50.

52. Will all tests be timed?

Yes, all sections of the MME will be timed.

53. Are calculators allowed on the MME component tests?

Yes. The same models as permitted on WorkKeys and/or ACT.

54. How long will each component of the test take?

MME Spring 2007 Test Organization						
Day*	Assessment	Subject	Number of Parts	Total Items	Testing Time (minutes)	Estimated Time Required for Administration
Day 1	ACT Plus Writing	English	5	75 MC items	45	Total test administration time including -- check in, instructions, breaks, distribution and collection of materials – 5.0 hours.
March 13 (Makeup March 27)		Mathematics		60 MC items	60	
		Reading		40 MC items	35	
		Science		40 MC items	35	
		Writing		1 Prompt	30	
DAY 1 Testing Time 205 minutes (3 hrs / 25 minutes)						
Day 2	WorkKeys	Reading for Information	3	33 MC Items	45	Total test administration time including -- check in, instructions, breaks, distribution and collection of materials - 3.0 hours
March 14 (Makeup March 28)		Applied Mathematics		33 MC Items	45	
	Michigan	Mathematics		15 MC items	20	
Day 2 Testing Time 110 minutes (1 hour / 50 minutes)						
Day 2, 3, or 4	Michigan	Science	3	53 MC items	50	Total test administration time including -- check in, instruction, breaks, distribution and collection of materials - 3.5 hours
March 14, 15, or 16 (Makeup March 28, 29, or 30)		Social Studies		26 MC items and 1 prompt	50	
				31 MC items and 1 prompt	50	
One half-day session on Day 2, 3, or 4 Testing Time 150 minutes (2 hours / 30 minutes)						
*More detailed information about this schedule and the makeup tests given exactly 2 weeks later is available on the MME website				TOTAL Minutes	465	
				TOTAL hours	7.75	



Enrollment:

**55. Will the OEAA secure website be utilized for MME as it is for MEAP?
What will be different, if anything?**

The OEAA secure website will be utilized for the MME in much the same way as it is for the MEAP. It will be the focal point for the MME score reports, as well as ACT and WorkKeys summary information. Many of the reports on the site will mirror the format of the new MEAP reports.

Hard copy reports that will be shipped to schools and/or students will include MME reports, along with the full complement of ACT and WorkKeys reports that schools would normally receive.

56. How is a student's junior year defined? By minimum credits or social promotions (when a student entered in the 9th grade)?

Student grade levels are defined by high schools according to their district's policy, generally by credits earned. For schools that are non-graded and have no policy to determine grade level, the MDE has established age-based requirements. Certainly, it is preferable that schools assign grade level according to their district policy.

Schools should be aware that the Grade 11 enrollment used to determine participation for Adequate Yearly Progress (AYP) comes from the spring (February) Single Student Database (SRSD) submission. All students reported in Grade 11 in the spring SRSD should be tested.



57. Are foreign exchange students expected to take the MME?

All students who are enrolled as 11th graders as of March will need to participate in MME.

58. If a student took the MEAP this year (2005-06) as 10th graders, will they need to take the MME in Spring 2007?

Yes, all 11th grade students must take the MME during the spring MME cycle during the 11th grade year, even if they have taken the MEAP High School Assessment during an earlier administration. In fact, even those students who were 11th graders during the current year (2005-06), and remain so next year, will need to take the MME again in the spring 2007.

59. If a 10th grader (during the 2005-06 school year) has passed all parts of the MEAP HST, will this student get the Michigan Merit Award money?

No. According to the Michigan Department of Treasury (which administers the Michigan Merit Award) students in the graduating class of 2008 are required to take the MME as an 11th grade student and meet the required performance levels in order to qualify for the Michigan Merit Award. Please refer all Michigan Merit Award questions to the Michigan Department of Treasury. 1-888-447-2687



60. Is the MME Retake available to anyone?

It is available to anyone who is (1) enrolled at a Michigan public or non-public school, a Michigan charter academy, or is home-schooled and resides in a Michigan school district **AND** (2) is a 12th grade student or an adult education student.

61. How do I get a User ID and password to pre-ID my students and order my materials?

New users will need to obtain a User ID and password from their school district administrator of the OEAA secure site. If no one in your district has access to the OEAA secure site, email mme@michigan.gov



62. Should high schools be looking at the students to test for MME as those students who are in their 3rd year of high school or the students who have enough credits to be juniors?

If local districts identify students by grade level, then juniors should be tested. If you have ungraded students, use the table for age to grade conversion that is used for MEAP or MI-Access. Here is the link to this document:

http://www.michigan.gov/documents/Age_vs_Grade_level_122976_7.doc

63. If a student enrolls at your school after the application deadline, will they be able to enroll?

Yes, there will be a process for handling students new to your school.



64. Is the Nov 1 – 17 ordering materials like the MEAP, a projected number count for 11th graders?

Yes, this is similar to MEAP. Using the OEAA secure site, you will select materials ordering and shipment tracking from the online registration menu on the left side of the screen. After selecting the MME test cycle, you will enter your grade 11 enrollment and order accommodated materials by type and subject.



65. What about ordering for Day 1; when and how do we do this?

This occurred when the School Information Form was completed and submitted to ACT as a part of the School Establishment Packet. Accommodated materials for Day 1 will be shipped from ACT based on ACT-approved and state-allowed accommodation requests.

66. Who will be responsible for identifying test-taking students, i.e. creating labels? Does our staff input data or someone else? Or will we receive preprinted labels?

Schools will receive pre-printed labels. OEAA will load student information for students enrolled in Grade 11 from the Fall 2006 SRSD, unless schools choose to submit their own pre-ID file.



67. How do we add students to the enrollment if they transfer in between online enrollment and the test dates?

Pearson/ACT will send an overage of the MME testing materials to handle such situations. Students will need to be registered through the OEAA secure site and bar code labels printed.

68. What if the school, like a day treatment program, currently has no 11th graders and therefore no Test Accommodations (TAC), but gets an 11th grade student in February who needs to test?

Every school is required to appoint a Test Accommodations Coordinator (TAC), in addition to the Test Supervisor (TS) and Backup Test Supervisor (BU). The Test Supervisor or Backup Test Supervisor may serve a dual role as the TAC.

These three appointed Testing Staff are required to attend the MME Staff Training, and as a result, will be prepared to work with a student needing accommodations if and when they do enroll in your school.

Reports:

69. Where can we find the anonymous student data files for Fall 2005? Will MME also generate anonymous files?

Please contact the MEAP office to obtain these files. Yes, such files will also be available for MME.

70. What will the score reports look like? Will a sticker be available to put on the transcript?

MME score reports will look very similar to the new MEAP reports. The student and school will also receive the standard reports for the ACT and WorkKeys. Transcript stickers (student record labels) will be provided for the MME, ACT and WorkKeys.

71. Does the ACT score on the MME count for out-of-state college admissions (NCAA)?

Yes, if the score was achieved through Standard Testing or ACT-Approved accommodations. ACT scores achieved through State-Allowed accommodations are **NOT** reportable for college admission or the NCAA.

72. Will the ACT plus Writing given on March 13 count as an ACT score accepted by colleges?

Yes. Students needing accommodations must receive ACT-approved accommodations to receive a college reportable score.

73. If ACT renders a group of tests as invalid as result of unintended violations of testing practices related to the ACT, will the test be rendered as not having been given for reporting of AYP?

Invalid assessments yield no score and students would be classified as not participating for purposes of AYP.



- 74. When a 12th grade student retakes the MME, which score will be used in figuring AYP? Will it be the better score or the more recent score?**

We are authorized by the U. S. Department of Education to use the students' best score through the end of 11th grade for NCLB AYP purposes.

- 75. Have cut scores been established for a student to be eligible for the Michigan Merit Scholarship or to be considered to be proficient?**

Cut scores are being reviewed now. It will be the responsibility of the OEAA to develop cut scores that are neither easier or harder to obtain than those established for the MEAP high school assessment.

- 76. Will a student in the 11th grade who has taken the ACT on a National Test Date prior to the in-school administration of the MME be allowed to use the test score from the National Test Date or will they be required to take the test again during the in-school administration?**

No. All high school juniors need to participate fully in the MME, regardless of how many times they have taken the ACT (or WorkKeys) tests in the past.

- 77. Will current juniors not be allowed to take the ACT on the national test dates of February 10 or April 14, 2007, since there would not be a 60 day span of time between tests?**

Students may register to take the test on any regularly scheduled national test date and may also test on ONE of the state testing dates. NOTE: if a student completes testing on both the initial and makeup state test dates, the makeup scores will be cancelled automatically.

Student Materials Ordering and Shipping:

- 78. How do I get a User ID and password to pre-ID my students and order my materials?**

New users will need to obtain a User ID and password from their school district administrator of the OEAA secure site. If no one in your district has access to the OEAA secure site, email mme@michigan.gov



- 79. How will Testing Accommodations Coordinators order testing accommodation materials by November 17th when the MME training for many people is after November 17th?**

The window to order materials and to indicate grade 11 enrollment is November 1 – 17, 2006. This will be done through the OEAA secure site.



80. How do we enter the number and type of accommodation materials if we do not know what accommodations are approved for our students?

Only accommodations for Day 1 ACT Plus Writing must be requested for approval – by completing a Request for ACT-Approved Test Accommodations or an Application for State-Allowed Accommodations. The receipt deadline for requesting ACT-approved accommodations is December 1, 2006. The receipt deadline for State-allowed accommodations is January 10, 2007. Schools will only need to order materials for Day 2 (2, 3, or 4) testing. Schools do not need to know if Day 1 accommodations have been approved prior to ordering Day 2 (2, 3, or 4) test materials. Day 2 (2, 3, or 4) materials (e.g., test formats – Large Print, Braille, Cassette, audio DVD) should be ordered based on each student's IEP or 504 plan as approved. Schools are advised to review the *Spring 2007 Michigan Merit Examination (MME) Accommodations Summary Table* posted on the MME website at www.michigan.gov/mme.

81. Will my test materials be shipped to the district office?

No. Testing materials will be shipped to the Test Supervisor or Test Accommodations Coordinator at each high school.

Non-Public Schools:

82. How does someone from a non-public school get a User ID and an OEAA number?

MDE will provide information about this to MME testing staff during training in November-December.

83. Some students in my non-public school require testing with accommodations, but our students will be testing at an auxiliary test center. Where will the special accommodations testing be administered?

It is our hope that someone at the non-public school will agree to administer the accommodated assessment to the student, since there are no accommodated assessments available at the auxiliary test centers. This is "Option 2" in the letter sent to non-public school principals. If the non-public school does not elect "Option 2," and the school is not established as a test center, then students who require accommodations will be unable to participate in the MME.

Home School Students:

84. Do Home-schooled students have to take the MME?

The participation of home-school students is voluntary. If they choose to participate, they will do so through their local district high school.



85. What is the deadline for home school students to notify high schools that they will be testing for the MME?

Home school students should notify the "home high school" of their intent to take the assessment by mid-November, in case the student requires assessment accommodations in order to take the MME. Note the receipt deadline for ACT-Approved accommodations is December 1, 2006, and the receipt deadline for State-Allowed accommodations is January 10, 2007.

Homebound Students:

86. Do homebound students have to come in or must they be tested at home?

It depends on the individual situation. If the student is expected to be homebound or hospitalized for both the initial and makeup test dates, call ACT to discuss options 1-800-553-6244 ext 2800. In general, the school will need to submit an off-site request for the student. If the student also needs accommodations, a request for those accommodations must be submitted.

Senior: Class of 2007:

87. Is the spring MEAP retake window during the same dates as the MME?

Yes. March 12 – 30, 2007

88. Can seniors who have already earned the merit award take the ACT/MME?

No.

89. Must Grade 12 re-testers take all of the MME components in Fall 2007?

They will need to take all of the components of the MME.

90. I understand the Class of 2007 will have the opportunity to take the MEAP as a Retest in the fall of 2006. Will they also be able to retest in MEAP in the spring 2007? If so, will it be given at the same time as MME is given in the spring?

Only 12th grade students will have the opportunity to take a MEAP retest in the fall 2006 or spring of 2007. Fall 2007 MEAP HST retest dates are October 23 – November 3, 2006. Spring MEAP HST dates are March 12 – 30, 2007.

91. Does the MME Retest administration (Day 2 and Day 2, 3, or 4) take place in our building or at an off-site centrally located facility?

Each school will need to decide where to administer these components.



92. Is the October 27, 2007 ACT Plus Writing Retest to be taken at a regular national test center or at the individual school on the national test date?

Students retesting on October 27, 2007 will be taking the test at a regular national test center. Students who require alternate formats or more than 50% extended time must request Special Testing, which will be administered at the individual school.

Dual Enrollment Eligibility:

93. What about dual enrollees from last year?

Students already eligible for dual enrollment need not re-qualify for dual enrollment and thus do not need to take the PLAN or PSAT tests.

94. Do students have to take both the PLAN and the PSAT?

No. Students need to take only one of these tests for dual enrollment.

95. Can students take both tests to see if they can pass one or the other?

Yes. Students can, if they wish to, take both exams, and if they pass either one, they are qualified for dual enrollment.

96. Do students need to have taken the PLAN or PSAT this school year (2006-07)?

No. If students either took either of these tests last year (2005-06) and scored at a level above the scores contained in the Jeremy Hughes 9/5/06 memo, they are qualified for dual enrollment.

97. Can school districts use or develop or use other assessments than PLAN and PSAT?

No. Public Act 594 of 2004 indicates that only college entrance readiness tests aligned with Michigan's standards can be used for dual enrollment qualification. The state is determining whether some community college and university placement tests might be used in the future. However, this year, only PLAN and PSAT can be used.

98. What should school districts do about the area of social studies, where no PLAN or PSAT score is available?

For areas for which no PLAN or PSAT data, school districts should use available data such as MEAP Social Studies test data, local school district test data or course grades. In this area only, local districts need to set criteria for student eligibility.

99. When can the MME be used for eligibility for dual enrollment?

When students take the Michigan Merit Exam in the spring of their junior year, the MME will become the measure used for dual enrollment eligibility determination. Students who score at levels 1 or 2 (Exceed the Standards or Met the Standards) will be eligible for dual enrollment.



100. What about 10th grade students who took the MEAP last year but didn't pass all parts? Do they have to start over with the PSAT and PLAN as opposed to simply taking the MEAP tests they didn't pass?

The MEAP tests are not available to sophomores or juniors. Just seniors may take the MEAP this fall. If a student did not pass all parts of the MEAP, they have the choice of dual enrolling in the areas in which they did pass on MEAP or trying to qualify for other areas by taking the PLAN or PSAT tests this year.

MME Test Components:

101. ACT assesses the College Readiness Standards. What does WorkKeys assess? Are there specific WorkKeys "standards"?

WorkKeys® is a job skills assessment system measuring "real world" skills that employers consider critical to job success. These skills are valuable for any occupation and at any level of education. The WorkKeys system documents how well test takers perform using these "real world" skills. *WorkKeys Reading for Information* is a skill commonly taught and used in classroom settings as prospective workers prepare to enter the job market. *WorkKeys Applied Mathematics* emphasizes the application of mathematics skills taught in the classroom to the solution of specific workplace problems and situations. Thus WorkKeys assessments focus on skills that are needed to function effectively on the job from Day 1 and to demonstrate sustained performance over time in the workplace. At the same time, these assessments provide an indication of students' academic knowledge gained in these critical areas.

Individual performance is measured against a range of skills in each area. Scores for both *Reading for Information* and *Applied Mathematics* are reported as Level Scores, from a possible range of Levels 3-7. Level 3 is the lowest level of performance of interest to employers. Level 7 is the highest level, beyond which specialized training would be required. Thus, Level 3 includes materials that are least complex and Level 7 includes materials that are the most complex. As the difficulty of the reading stimulus or math problem increases, so does the level of skill required to fully understand and work with the material.

102. What is the status of the Michigan developed "testlets"?

The Michigan-developed tests have been field tested within MEAP high school assessment last spring. They are ready to go.



103. A question about the WorkKeys Social Studies section. When the MEAP was administered, the Social Studies was optional. I am assuming that it is not optional with WorkKeys. Is this correct?

There is no Work Keys Social Studies section. You may be referring to the Michigan Merit Exam Social Studies section (which is an all Michigan-developed test). This is not an optional test. The Michigan Merit Exam legislation says that Social Studies is one of the MME test components students need to pass in order to qualify for the Merit Award scholarship (P.A. 594 of 2004).



104. Both the ACT and WorkKeys assessments are constructed based on their own curriculum standards. How do Michigan's High School Content Expectations related to the ACT/WorkKeys standards? Should schools use both sets of standards to develop classroom instruction and assessment?

Even though both the ACT and WorkKeys tests are constructed based on standards developed by ACT, they are closely related to the Michigan high school standards and benchmarks. All three sets of standards should be used as points of reference by high school faculty as they work to improve their instructional programs.

105. How can we get released ACT items? (Hopefully along with the College Readiness Standard assessed!)

ACT provides a complete released ACT test to students in the free student booklet "Preparing for the ACT." This booklet may be downloaded from www.actstudent.org. Quantities have been distributed to all high schools. Also, Michigan Virtual University will be providing an ACT test preparation service at no cost to Michigan high schools. It should be available later this fall.

MME Test Preparation:

106. Is the online ACT prep available to Michigan schools at no cost to schools?

Yes, it will be later this fall from the Michigan Virtual University.

Scoring:

107. What rubrics will be used for scoring the Social Studies constructed response item? Is it scored twice, once with the Writing rubric and once with the Social Studies rubric?

There is a separate rubric for the Social Studies constructed-response item for scoring it as a social studies item and scoring it as a writing item. These rubrics are available online at the MME website: www.michigan.gov/mme.

108. What does double scoring mean?

See response to question #107.



109. Is a MME score tied to a graduation or a diploma?

No.

110. How will scores be reported back to students and districts? Will composite scores be reported or scores earned on the individual components, i.e. ACT or WorkKeys?

Students will receive regular ACT and WorkKeys score reports, as well as composite MME score reports at the student, classroom, school and district levels.



Retests:

111. Does the MME Retest administration (Day 2 and Day 2, 3, or 4) take place in our building or at an off-site centrally located facility?

Each school will need to decide where to administer these components.



112. With the State of Michigan essentially paying for two ACT tests, will ACT honor the use of the fee waiver for a third test administration?

Yes. If the student meets the eligibility for using an ACT Fee Waiver, they may register for another test date using the waiver as their form of payment.

113. Is the October 27, 2007 ACT Plus Writing Retest to be taken at a regular national test center or at the individual school on the national test date?

Students retesting on October 27, 2007 will be taking the test at a regular national test center. Students who require alternate formats or more than 50% extended time must request Special Testing, which will be administered at the individual school.

114. How do students register for Retake tests? If through ACT, what about the other tests?

Students will register through ACT for the Fall 2007 Retake using a voucher that will permit them to retest at no cost. Orders for materials for Day 2 and Day 2 – 4 will be through the OEAA secure site.

The retake schedule for Fall 2007:

- Saturday, October 27, 2007 (national test center) – ACT plus Writing
- Tuesday, October 30, 2007 (local school) – WorkKeys and Michigan Math
- October 30, 31 or November 1 (local school) - Michigan Science and Social Studies

Accommodations Test Window for Fall 2007:

- ACT plus Writing – October 27 – November 10
- WorkKeys and Michigan Math – October 30 – November 13
- Michigan Science and Social Studies – October 30 – November 15



115. Do ALL students get an automatic ACT voucher for the October 27 retesting or just students who don't meet MME proficient scores?

Students who take the MME will have the opportunity for one retest paid for by the State of Michigan.



116. Does the retest MME score count for AYP and/or Michigan Yes accountability?

The MME retest will count for Education YES. The student's best score will be used for Education YES.

We are authorized by the U. S. Department of Education to use the students' best score through the end of 11th grade for NCLB AYP purposes.

Michigan Merit Award Eligibility:

117. Will WorkKeys still be available to us as the alternate route to earning the Michigan Merit Award?

Yes. The legislation that created MME says that if a student has taken all of the components of the MME (Reading, Writing, Mathematics, Science, and Social Studies), but has not passed all of them, they can qualify for the Merit Award by passing the ACT with a score at the 75th percentile or higher or achieving a "passing score" on the WorkKeys test. The "passing score" on the WorkKeys test is not defined in the legislation.



118. We have four Juniors ready to take the MEAP this fall. They took the test in the spring as Sophomores and are requesting taking the portions they did not pass in order to qualify for the Merit Award. Is this allowed?

Current grade 11 students must take the MME in the spring 2007 in order to qualify for the Michigan Merit Award – even if they have already passed all sections of the MEAP. The purpose of taking the MEAP prior to spring of the junior year was to qualify for dual enrollment. Only grade 12 students may take any portion of the fall 2006 MEAP.